



Department of Corrections  
**ADMINISTRATIVE BULLETIN**

**Subject: REVISION OF  
CDC FORM 1797, NO LONGER  
INTERESTED NOTIFICATION**

**Number: 99/01**

**Date Issued: January 25, 1999**

**Cancelled Effective:**

## **PURPOSE**

The purpose of this Administrative Bulletin (AB) is to announce a change in departmental procedures for use of the CDC Form 1797, No Longer Interested Notification. Procedures have been revised to ensure that the CDC Form 1797 is submitted directly to the California Department of Corrections (CDC), Selection and Standards Branch (SSB).

## **OBJECTIVE**

The objective of this policy is to standardize processing of the CDC Form 1797 within CDC.

## **BACKGROUND**

Pursuant to Penal Code Section 11105.2, any agency that submits fingerprints of applicants for employment to the Department of Justice (DOJ) with the purpose of establishing a record of the applicant to receive notification of subsequent arrests, shall immediately notify DOJ upon the applicant's termination of employment.

Currently, each personnel section is responsible for completing the CDC Form 1797 and submitting it directly to DOJ. However, numerous CDC Forms 1797 have been erroneously submitted to DOJ for individuals who have not separated. Since the CDC Form 1797 notifies DOJ that our agency is no longer interested in receiving subsequent arrest information on a particular individual, these erroneous submittals result in CDC not being notified of vital subsequent arrests for those employees.

## **CDC FORM 1797**

The CDC Form 1797 must be completed for any individual who was fingerprinted at the time of his/her application/appointment and who was:

- Terminated or separated from CDC.
- A contracted worker, volunteer, vendor, or other service provider whose services are no longer required by CDC.
- Not hired by CDC.



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**NEW PROCEDURES**

- Upon notification or knowledge of an employee's separation or transfer to another department/agency, the Personnel Office maintaining the employee's official personnel file shall complete the CDC Form 1797 and immediately forward it to SSB, 2201 Broadway, Sacramento, CA 95818-2527.
- Upon completion or termination of a service contract, the respective Personnel Office at the institution that maintains the contractor's fingerprint file shall complete the CDC Form 1797 and forward it to the SSB.
- The CDC Form 1797 will then be forwarded to DOJ by SSB.

**CDC Form 1797 shall not be submitted for retired peace officer employees.**

Please inform all persons concerned of the contents of this AB which shall remain in effect until incorporated into the Department Operations Manual Sections 31060 and 33010. For further information, or to order additional copies of the CDC Form 1797, you may contact Michele Hamilton, Manager, Selection Support Section at (916) 227-2083.

TERESA ROCHA  
Chief Deputy Director  
Support Services

Attachment